



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

AMENDED
JOB POSTING

Administrative Analyst 3, Procurement
UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT EXPIRES SEPTEMBER 30, 2017)

As a result of a Civil Service Commission decision on April 17, 2013, the positions for Interim Appointment within the Sandy Recovery Division have been reallocated to the Unclassified Service. As such, all Interim Appointment job postings related to this division will be unclassified appointments.

NOTE: Candidates who previously applied for these positions and remain interested in Unclassified Appointments, need not reapply.

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking an Administrative Analyst 3, Procurement to serve in the Sandy Recovery Division. A new division is to begin operations immediately and expected to remain operational through September 30, 2017.

POSTING NUMBER:	HR-0037	ISSUE DATE:	April 19, 2013
TITLE:	Administrative Analyst 3, Procurement	CLOSING DATE:	April 23, 2013
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	P26: \$62,935.36 - \$89,533.96
LOCATION:	101 South Broad Street Trenton, New Jersey	DISTRIBUTION:	STATEWIDE
POSITIONS:	1		

DESCRIPTION OF MAJOR DUTIES:

Under the close supervision of Procurement Analyst 1 or other supervisory official in a state department, institution, or agency, assists in the review, and analysis of procurement transactions, proposals, economic trends, markets and specified goods, commodities or services, in order to ensure efficient and effective procurement; does related work as required.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

One (1) year experience in procurement through the competitive bidding process for a large public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

NOTE: A Master's degree in Business Administration, Public Administration, Economics, Operations Research or related field may be substituted for the indicated experience.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0037
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.